

# REQUISITION

<b>1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT</b> ERIC DALY/908 420 1707					<b>PROCUREMENT REQUEST NO.</b> PR-R2-12-00152	
					<b>REQUISITION DATE</b> 01/19/2012	
<b>3. ORIGINATING OFFICE DATA</b> Region 2					<b>2. TYPE OF REQUEST (Check one)</b> A. <input checked="" type="checkbox"/> NEW REQUEST	
<b>4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)</b> TETRA TECH EC, INC.					B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____	
					C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
<b>5. APPROVALS</b>						
<b>APPROVING OFFICIALS (A)</b>		<b>ROUTING SYMBOL (B)</b>	<b>DATE (C)</b>	<b>INTERNAL ROUTING</b>		
				<b>INITIALS (D)</b>	<b>ROUTING SYMBOL (E)</b>	
(1) AUTHORIZED REQUISITIONER						
Mark Pane		ROGRAM OFF	01/19/2012			
(2)						
(3)						
(4)						
					<b>6. CONSIGNEE AND DESTINATION</b> US EPA 2890 Woodbridge Ave Building 205 MS-211 Edison NJ 08837-3679	
					<b>7. DATE(S) REQUIRED</b> 01/19/2012	
					<b>8. GOVERNMENT FURNISHED PROPERTY</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see par. 8 of instructions on next page.)	
<b>9. DESCRIPTION OF ITEMS OR SERVICES</b>						
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST		
				UNIT (E)	AMOUNT (F)	
0001	Need Date: 01/19/2012 Brand Name: N Rec Proc Method: EXISTING CONTRACT BFY: 12 Fund: T Budget Org: 2AD0E Program (PRC): 303DC6 Budget (BOC): 2505 Job #: 02PCRV00 Cost: C001 FOB: Destination  Commit \$28,000 for CERCLA removal support at the Riverside Avenue Site. Site ID# 02PC.  These funds are necessary for a crossover with Region 7 to utilize their START Contract (EP-S7-06-01) to provide sampling and analytical support at this Site. The R2 RST Contractor has a conflict of interest and can not conduct this work.  The Action Memorandum signed by the ERRD Director on August 31, 2011, provides a total project ceiling of \$1,886,000. The funds requested will be charged against the approved Site ceiling. Continued ...				28,000.00	
	<b>TOTAL ESTIMATED COST</b> <b>\$28,000.00</b>					
<b>10. ACCOUNTING DATA</b> Accounting Info : 12-T-2AD0E-303DC6-2505-02PCRV00-C001						

## INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

- GENERAL** - Leave upper right hand corner blank. These spaces are for procurement office use. Complete all applicable blanks.  
NAME, PHONE NUMBER AND ROUTING SYMBOL  
of person to contact concerning this request.
- ITEM 1** - justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.
- ITEM 2** - TYPE OF REQUEST  
A. Check "New Request" if this is an initial request.  
  
B. If this is a change to a pending PR, check and enter PR number assigned by procurement office.  
  
C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.
- ITEM 3** - ORIGINATING OFFICE DATA. Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number etc.
- ITEM 4** - ADDITIONAL INFORMATION. Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data.  
  
If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.
- ITEM 5** - APPROVALS.  
COL.A\_APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below:  
  
(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.  
  
(2) - (4) For use as may be required by local instructions.  
  
COL.B\_ROUTING SYMBOL. Self-explanatory  
COL.C\_DATE. Give date of approval.  
COL.D AND COL.E\_INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.
- ITEM 6** - CONSIGNEE AND DESTINATION Enter the name of the consignee and address location where requested items are to be delivered or services are to be performed.  
  
If shipments are to be made to more than one destination, enter words "Multiple Destinations" in this block, and attach a list of the consignee address where shipments are to be made.
- ITEM 7** - DATE(S) REQUIRED. Enter the date(s) that re-requested items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written
- ITEM 8** - GOVERNMENT FURNISHED PROPERTY. If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.
- ITEM 9** - DESCRIPTION OF ITEMS OR SERVICES  
  
COL.A\_\_ITEM NO. Enter item numbers in numerical sequence.  
  
COL.B\_\_ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.  
  
If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs.  
  
Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.  
  
Furnish any other instructions, such as inspection and testing requirements  
  
COL.C\_QUANTITY. Enter the quantity of each item requested.  
  
COL.D\_UNIT. The measure such as "each", or "set"  
  
COL.E\_ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like.  
  
If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.  
  
COL.F\_ESTIMATED TOTAL COST. Enter the total estimated cost for each item and grand total cost for all items.
- ITEM 10** - ACCOUNTING DATA. Enter the appropriations(s) under which funds have been made available, and any other accounting data required.

